

RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

6C 28417

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Commission on Peace Officer Standards and Training		(2) AGENCY BILLING CODE	(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Computer Services Bureau (CSB)		(5) ADDRESS 1601 Alhambra Boulevard, Sacramento, CA 95816-7083	

CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) ☒ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)


NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER POST -00208	(10) SCHEDULE DATE 02/08/2008	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 16
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 018	(14) APPROVAL NUMBER 97-237	(15) APPROVAL DATE (S) 10/13/1997	(16) PAGE NUMBER(S) REVISED – 1 2

(17) MISSION/FUNCTIONAL STATEMENT :


POST's mission is to continually enhance the professionalism of California's law enforcement in serving its communities. Recognizing that effective law enforcement is the cornerstone of a free and safe society, POST is committed to a vision of the future that ensures quality, integrity, accountability, and cooperation; encourages new ideas; explores and uses appropriate technologies; and delivers relevant, client-based programs and services.

PART I – AGENCY STATEMENTS


As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. *For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.*

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS  Mitch Coppin	(19) TITLE Computer services Bureau Chief	(20) PHONE NUMBER 916-227-2850	(21) DATE SIGNED 02/08/2008
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST 	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Lynda Dotson	(25) PHONE NUMBER 227-4856	(26) DATE SIGNED 2 Apr 08
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT 	(28) APPROVAL NUMBER 08 - 096	(29) DATE SIGNED 4/18/2008	(30) EXPIRATION DATE 4/18/2013
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED

FOR ARCHIVES' STAMP



08-096

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	2.5		<u>Computer Services Bureau Files</u>	P		1		14	15		Current control agency documents, surveys and related research and analysis records often rely on information found in previously completed documents and surveys. These are referenced frequently enough to require a longer office retention.
2			Control Agency Documents, Surveys,			5			5		
3			Correspondence and copies of			7			7		
4	2.5		Contracts and related invoices								Retain as current until next inventory, or when no longer needed for reference, whichever is later.
			<u>Hardware Documentation</u>	P		3			3		
5	10		<u>Peace Officer Database (PODB)</u>	M		40			40		
6				Raid 5							Perpetual retention of peace officer certification and training records as required by departmental policy, State mandates and laws. Daily backups to Raid 5 server Weekly backup tapes are stored offsite in Elk Grove vault. Access to these records requires a digital certificate and is limited to authorized personnel only.

* Provide total of office and departmental

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

7.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
8.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
9.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
10.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
11.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.